

DEPARTMENT OF HEALTH SERVICES

**MEDI-CAL BENEFITS BRANCH
MEDI-CAL POLICY DIVISION
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March 3, 2000

TO: All Local Governmental Agencies (LGA) **PPL No. 00-002**
Local Educational Consortia (LEC)
Medi-Cal Administrative Activities (MAA) and
Targeted Case Management (TCM) Coordinators

SUBJECT: **REVISED PROCEDURES FOR APPROVING MAA CLAIMING
PLANS/AMENDMENTS, EFFECTIVE MARCH 1, 2000.**

The Administrative Claiming Unit (ACU) has revised procedures for review of MAA Claiming Plans and Amendments, effective March 1, 2000, to improve the timeliness. The co-chairs for the LGA Consortium and the LEC were consulted in developing these procedures.

The ACU can no longer continue to hold Claiming Plans indefinitely while waiting for necessary information from the MAA Coordinators. This practice has created a workload backlog and storage issues for the ACU and confusion for the LGAs and LECs.

Effective March 1, 2000, ACU will use the following procedure to review Claiming Plans/Amendments:

1. ACU may verbally notify the MAA Coordinator that additional information is needed before the claiming plan can be approved. The ACU will follow-up with a letter to the MAA Coordinator and allow 30 working days for submittal of the additional information requested.
2. If the MAA Coordinator does not respond or sends incomplete information by the end of the 30 days, the Claiming Plan/Amendment will be denied and returned to the LGA/LEC. If the initial Claiming Plan is denied, any amendments received to date that are affected by the initial Claiming Plan will also be returned.
3. The date the Claiming Plan is re-submitted will be used to determine the effective date of the Claiming Plan for federal reimbursement purposes.
4. The Department of Health Services (DHS) 30-day letter must be returned together with the claiming plan/amended for the appropriate quarter. Enclosed are samples of the two DHS letters that will be used by ACU to request additional information and to return your claiming plan/amendment.

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Example: An LGA submitted an initial 3rd quarter Claiming Plan on February 18, 2000, the effective date of the claiming plan would be January 1, 2000. The LGA submits an amendment on August 15, 2000 for the 4th quarter to amend the initial claiming plan submitted on February 18th. This amendment would be effective July 1, 2000.

- On February 24th, the ACU sends the LGA a letter requesting information on the initial 3rd quarter claiming plan. The LGA has 30 days to submit this information.
- The requested information is not received by the March 24th due date.
- The ACU denies the initial Claiming Plan submitted February 18th.
- The ACU returns the August 15th amendment as this amendment cannot be processed because there is no approved initial claiming plan to amend.
- On April 3rd, the LGA again submits an initial Claiming Plan, this time with all of the necessary information. The earliest effective date possible for this Claiming Plan is April 1, 2000.
- All documents that are submitted with this claiming plan must reflect the date of the new quarter, if the claiming plan is submitted in a different quarter than was originally submitted. For example, if the claiming plan is submitted on April 3rd, the effective date for all claiming units within this claiming plan could be no later than April 1, 2000.

Although a Claiming Plan/Amendment may be reviewed and approved, no invoices will be paid until there is an executed contract between the Department and the LGA or LEC.

Any questions regarding these procedures should be submitted by the MAA Coordinator to Ms. Alice Childress, Chief of the Administrative Claiming Unit, at (916) 657-0627 or by e-mail at achildres@dhs.ca.gov.

Sincerely,

Original signed by D. Mitchell

David Mitchell, Chief

Enclosures

cc: See Next Page.

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